

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Personnel Specialist</b>	
		Division and/or Subdivision <b>San Luis Obispo Unit</b>	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters <b>635 N. Santa Rosa, San Luis Obispo, CA 93405</b>	
		Class Title of Position <b>Personnel Specialist</b>	
		Position Number <b>541-316-1303-XXX</b>	
		Effective Date <b>07/01/2022</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	<p>Works under the close and general supervision from the Assistant Chief (Administration Officer), and with guidance by the Senior Personnel Specialist (SPS), the Personnel Specialist (PS) is responsible for using judgment in resolving personnel problems, making decisions in performing a wide variety of duties, prioritization of workload needs and assessments in order to meet crucial deadlines. Incumbent must be able to manage multiple tasks. Maintain a working knowledge of the State Personnel Board, Department of Human Resources (CalHR) and CAL FIRE policies and procedures affecting personnel issues.</p> <p><b>TRANSACTIONS &amp; BENEFITS:</b> *Operates the State Controller's Terminal which accesses a highly confidential master database to accurately key data for Personnel Action Requests (PO-200), employee action requests, transactions, separation and/or disposition of California Public Employees' Retirement System (CalPERS) contributions, miscellaneous payroll and/or leave actions, docks, master payroll certifications, and meal deductions. *Stays updated with current policy and procedures regarding keying of these transactions in the Personnel Input Management System (PIMS), Payroll Input Process (PIP), Master Payroll Certification, Office Vision, and Keymaster terminal keying programs. *Advises employees in all areas of transactions and benefits. * Assumes full charge for all phases of transactions work for the San Luis Obispo Unit (SLU) for Bargaining Units 1, managerial and supervisory employees. *Applies various salary rules, laws, pay scales and prevailing wage criteria for documenting appointments, transfers, promotions, retirements, punitive, and adverse actions. *Project lump sum, and processes deferment of lump sums for retirement transactions. *Assists retiring employees with completion and filing of retirement documentation. *Prepares health, dental and vision benefits and submits to the State Controller's Office, CalPERS and data entry into the Personnel Allocation Control Management System (PACMANS). *Assists with Coben Cash, Consolidated Omnibus Budget Reconciliation Act (COBRA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), insurances, and Employee Assistance Program (EAP) benefits when necessary.</p>		
20%	<p><b>PERSONNEL:</b> *Prepares documents (PO-200) to hire permanent, limited-term &amp; seasonal employees within SLU. *Maintains employee Official Personnel File (OPF) to ensure that files are complete and contain current, accurate and authorized information. *Monitors employees' Probation Reports, Individual Development Plans (IDP), and Managerial/Supervisory performance appraisals. *Provides copies of documents to employees and supervisors, from the originals filed in the employee's OPF. *Provides orientation to new employees to include information such as salary, health, dental and vision benefits, retirement, Industrial and Non-Industrial Injury benefits, vacation, sick leave and holiday accrual, etc. *Calculates employee's total state service and updates annually and as needed and uses the calculations to determine vacation and/or annual leave change dates, annual uniform allowance reimbursement dates, and longevity pay.</p> <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>		
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
<b>Job qualifications and/or conditions of employment:</b> Will be subject to travel throughout the state, at time overnight. Will be subject to working nights, weekends and holidays.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16) - <b>PAGE 2</b>		Working Title of Position <b>Personnel Specialist</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
20%	<u>PAYROLL:</u> *Reviews employee timesheets for accuracy and completeness. *Processes documents relating to payroll: prepares documents to generate base pay, overtime pay, Incident Command Assignment pay, Incident Command Team pay, recruitment and retention pay, driver's license differentials, etc., for employees in accordance with State Personnel Board rules and by BU memorandum of understanding (MOU) guidelines. *Determines different types of pay differentials each employee is entitled to. *Processes increases and decreases in employees' salaries within Bargaining Unit guidelines. *Calculates various overtime rates for 28-day cycle employees in various work week groups, similar to 7k. *Enters salaries and overtime data into SCO and into PACMANS. *Researches all unpaid salaries and overtime issues. *Reconciles payroll. *Processes uniform allowance payments. *Processes maintenance charges (meals and housing rentals) for employees. *Insures that each employee is paid correct salary each month. *Completes PAR transaction to implement payroll changes and/or differentials and keys entries prior to Master-Cut Off.		
15%	<u>LEAVE BALANCES:</u> *Uses conversion tables to appropriately audit the applications of overtime calculations and Catastrophic Time Off accruals and usage of sick leave, vacation or annual leave, holidays, Personal Leave Program (PLP), excess hours and PARR Lawsuit Settlement Benefits credit for Work Week Groups 2, 2D, 2E, 2F and E. *Maintains and documents monthly for each employee's Leave Balance Record. *Understands and keeps abreast of changes in Bargaining Unit contracts as they apply to each job class and Work Week Group. *Applies laws, rules, and departmental policies and must be familiar with the Fair Labor Standards Act (FLSA) for the time reporting process. *Uses and applies all the aforementioned sources for Catastrophic Time Bank Donation process, FMLA/CRFA, SDI, NDI, traded work hours, sick leave usage, and absence without approved leave (docks) according to all Bargaining Unit MOU's. *Advises managers, supervisors and employees in all mentioned areas. *Responds to questions regarding payroll, timekeeping, and benefits while employees are on or off duty (modified work assignments) due to injury. *Has some knowledge regarding the Worker's Compensation Program.		
10%	<u>ADVANCES &amp; ACCOUNTS RECIEVABLE:</u> *Initiates and prepares for salary advances by determining correct payroll and deductions and completes authorizations for Salary Advances (AO-123) and forwards to the Finance department for preparation. *Forwards received corrected warrants to Finance to clear Authorization for Salary Advance and authorizes the difference to be returned to employee and/or paid back by employee. *Monitors the Accounts Receivables that are processed by Personnel.		
5%	<u>BUDGETING:</u> *Prepares overtime expenditure reports for the Departmental Accounting Office. *Maintains employees' master files, Schedule 8 and seniority lists. *Runs PACMANS reports and forwards to Unit's Finance department. *Tracks positions for classification, serial numbers, coding for correct budgeting, vacant/deleted/reclassified positions. *Processes monthly PS transaction reports and labor distribution reports for comparison and correction of proper coding. *Works with Administrative Officer on mid-year and year-end budget issues and processes.		
5%	<u>MISCELLANEOUS:</u> *Processes Employment Development Department unemployment reports. *Processes wage garnishment orders, revises and cancels garnishments. *Prepares information and letters to advise employees of changes as necessary. *Provides photocopies of personnel records that have been subpoenaed. *Responds to requests from District Attorney Offices, inquiring on health, dental and vision benefits for possible child support cases. *Responds to inquiries on changes in policies, procedures and employee benefits. *Inputs new revisions, changes, and updates used as references for policy and procedural changes related to MOU's, and personnel handbooks. Other duties as assigned.		
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Personnel use only		<input type="checkbox"/> Posted to Directory _____ Initials and Date	